

Date

ROUTING AND TRANSMITTAL SLIP

21 April 1981

| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
|---|-----|----------|------|
| 1. | DTE | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

1 - For action cited in paragraphs 1B and 1C --
Recommendations 15 and 18.

SUSPENSE: 29 June 1981

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|---|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | |
| Executive Officer, DDA | Phone No. |

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.606

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Date

ROUTING AND TRANSMITTAL SLIP

21 April 1981

| | | | |
|--|--|----------|------|
| TO: (Name, office symbol, room number, building, Agency/Post) | | Initials | Date |
| 1. D/Security | | | |
| 2. | | | |
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| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

1 - For action cited in paragraph 1A (Recommendation 7).

SUSPENSE: 29 October 1981

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

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| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
| <div style="border: 1px solid black; width: 150px; height: 15px;"></div> | |
| Executive Officer, DDA | Phone No. |

5041-102

OPTIONAL FORM 31 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.605

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training courses, such as the Introduction to CIA, Career Training Program, CIA Today and Tomorrow, Mid-Career Course, Advanced Operations Seminar, Senior Seminar, COS Seminar and the SIS course to ensure their relevance, meaningfulness and reality."

Additional Action Required: The Office of Training and Education (OTE) reports that it has taken steps to improve the cover content of the Orientation for Career Trainees, the Overseas Orientation Course, and CIA Today and Tomorrow. This is all to the good. It also appears, however, from OTE's response to Mr. Carlucci's tasking memorandum that cover is not explicitly presented in non-DO oriented courses and that the initiatives for discussions on cover in these courses are left with the students. I believe that the content of such courses as Orientation for New Employees, Introduction to CIA, Mid-Career Course, Advanced Intelligence Seminar and the CIA Senior Seminar should include a specific presentation on cover to ensure that all Agency employees are aware of the importance of cover to CIA's missions.

Please provide me with a report by 1 July 1981 on the steps that have been taken to improve the cover content of the non-DO oriented Agency training courses.

- C. Recommendation 18: "The DDO, in conjunction with the Director of Training and Education, revise the Career Training Program to provide more thorough training of CIA officers in cover work."

Additional Action Required: I am pleased with the steps which have been taken to implement this recommendation. Please report to me by 1 July 1981 that, as planned, OTE commenced on 1 April to include in the initial week of training of Career Trainees a full day of briefings [REDACTED]

[REDACTED] You should also confirm by 1 July 1981 that, as planned, and commencing with the CT class

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B. R. INMAN
Admiral, US Navy

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